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| THE POSITION | <p>Positions at this level have full management and supervisory responsibility in charge of a major Staff Services function, or functions, when it is so unusually large and complex as to require subordinate supervisors at the Senior level on a sub functional or geographic basis. In those cases where the supervisory and management responsibility is minimum, it must be balanced out by responsibility for a function with multi-departmental or statewide impact requiring skills and knowledge at the highest level with responsibility for work of the most critical or sensitive nature as relates to a department's primary mission. Positions at this level are characterized by the following criteria:</p> <ul style="list-style-type: none">(a) Supervises a fully developed Staff Services function in a large department characterized by multiple intermediate supervisors at the Staff Services Manager II level and a large technical staff.(b) Functions as a full supervisor with responsibility for a moderate to large size technical staff in a highly specialized and complex operation when one of the following criteria are met:<ul style="list-style-type: none">1. Responsibility for a highly complex Staff Services function with multi-departmental or service-wide impact.2. Responsibility for the major portion of a Staff Services function of the largest State departments, supervising a large staff through subordinate supervisors.(c) In an agency setting, provides a high degree of expertise in developing major new programs of agency or service-wide scope.(d) Provides a high level of assistance and expertise to an exempt director, executive officer, or Board member of a large, highly complex and sensitive department, in reaching organization goals, including responsibility for policy and program evaluation and recommendations often coupled with legislative liaison.(e) Has full responsibility for a variety of Staff Services functions in a medium size department as Chief of Administrative Services, administering the functions through intermediate function supervisors. <p>Positions exist in Sacramento.</p> |
| EXAMINATION INFORMATION | <p>QUALIFICATIONS APPRAISAL INTERVIEW WEIGHTED 100%</p> <p>This examination will consist of a Qualification Appraisal Interview (QAP), weighted 100%. The QAP will consist of pre-determined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED FROM THE EXAMINATION. The Qualifications Appraisal Interviews are anticipated to be scheduled in October/November 2006 in Sacramento.</p> <p><u>Special Note:</u> If conditions warrant, this examination may utilize an evaluation of each competitor's experience and education compared to a standard developed from this class specification. For this reason, it is especially important that each competitor take special care in filling out his or her application accurately and completely. List all experience relevant to the "Requirement for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.</p> |
| SCOPE | <p>In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:</p> <p>A. Knowledge of:</p> <ul style="list-style-type: none">1. Principles, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel management analysis, planning, program evaluation, or related areas.2. Principles and practices of employee supervision.3. Program management.4. Formal and informal aspects of the legislative process.5. The administration and department's goals and policies.6. Governmental functions and organization at the State and local level.7. The department's Equal Employment Opportunity Program objectives.8. A manager's role in the Equal Employment Opportunity Program and the process available to meet the Program's objectives. <p>B. Ability to:</p> <ul style="list-style-type: none">1. Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems.2. Develop and evaluate alternatives.3. Analyze data and present ideas and information effectively both orally and in writing.4. Consult with and advise administrators or other interested parties on a wide variety of subject-matter areas.5. Gain and maintain the confidence and cooperation of those contacted during the course of work.6. Review and edit reports.7. Utilize interdisciplinary teams effectively in the conduct of studies.8. Manage a complex Staff Services program.9. Establish and maintain project priorities.10. Develop and effectively utilize all available resources.11. Effectively contribute to the department's Equal Employment Opportunity objectives. |
| SPECAIL PERSONAL REQUIREMENTS | <p>Demonstrate the ability to act independently, open-mindedness, flexibility, and tact.</p> |
| ELIGIBLE LIST INFORMATION | <p>A departmental promotional eligible list will be established for the Department of General Services. This list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.</p> |
| VETERANS PREFERENCE | <p>Veterans' Preference Credit is not granted in promotional examinations.</p> |

GENERAL INFORMATION

It is the candidate's responsibility to contact the DGS Office of Human Resources at (916) 376-5400 three days prior to the written test date if s/he has not received his/her notice; or three weeks after the final filing date if there is no written test.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, s/he will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department, the Department noted on the bulletin or on the Internet at <http://www.spb.ca.gov>.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of General Services reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with the civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant as determined by the departmental testing office. Ordinarily, interviews are scheduled in Sacramento, San Francisco and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. In addition, Government Code Sections 18990 and 18992 permit certain exempt employees employed by the Legislature or the Executive Branch to participate in civil service promotional exams. These codes and rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open exams investigation may be made of employment records and personal history--fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the depth, breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her efforts toward self-development.

High School Equivalence: Equivalent to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

CALIFORNIA DEPARTMENT OF GENERAL SERVICES ☎ OFFICE OF HUMAN RESOURCES
MAILING ADDRESS: P.O. BOX 989052 ☎ West Sacramento, CA 95798-9052 ☎ Telephone (916) 376-5400
STREET ADDRESS: 707 Third Street, 7TH Floor ☎ West Sacramento, CA 95605

TDD is a Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.
California Relay (Telephone) Service for the Deaf or Hearing Impaired:
From TDD phones: 1-800-735-2929 ☎ Voice 1-800-735-2922